

**SUB-RECIPIENT FUNDING AGREEMENT BETWEEN
SOAR CAREER SOLUTIONS
AND
CITY OF DULUTH
FOR THE
STATE OF MINNESOTA
DEPARTMENT OF EMPLOYMENT AND ECONOMIC DEVELOPMENT
WORKFORCE DEVELOPMENT DIVISION

PATHWAYS TO PROSPERITY
CONNECTIONS TO CAREERS IN HEALTHCARE AND CONSTRUCTION**

THIS AGREEMENT, effective as of the date of attestation by the City Clerk (“Effective Date”), by and between the **CITY OF DULUTH**, (the "City"), and **SOAR CAREER SOLUTIONS**, (the "Grantee").

WHEREAS, the City has entered into a Master Grant Agreement with the State of Minnesota, acting by and through its Department of Employment and Economic Development, Workforce Development Division ("DEED") to apply for and receive funds to provide employment and training services offered through the City’s Workforce Development Department; and

WHEREAS, under the Master Grant Agreement, in cooperation with Grantee, the City applied to and received approval for funds in the amount of Three Hundred Twenty-Six Thousand Two Hundred Sixteen Dollars and no/100 (\$326,216.00) from DEED under its Pathways to Prosperity Program (the "Program Grant") to support healthcare and construction industries’ workforce needs and address employment disparities in Duluth and northeast Minnesota. This program will prepare individuals with the skills needed to enter into employment in the healthcare and construction fields and/or access additional education (“the Project”). The Project Specific Plan (“PSP)/Work Plan/Budget – Modifications #1 & #2 is attached as *Exhibit A* and the grant award letter is attached as *Exhibit B*; and

WHEREAS, the City desires to award a portion of the Program Grant (the "Subgrant") to Grantee, and Grantee agrees to accept and utilize such proceeds for the Project.

NOW, THEREFORE, the parties agree to the following terms:

1. **AWARD.** The City awards a Subgrant to Grantee in the amount of Sixty-Seven Thousand Three Hundred One Dollars and no/100th (\$67,301.00) for Grantee’s performance of its obligations under the Program Grant including:
 - A. Perform the duties specified in the PSP/Work Plan/Budget, which is attached as *Exhibit A* and incorporated into this Agreement.
 - B. Perform the duties to support the successful enrollment and completion of participants in the training classes as listed in the Calendar of Training, *Exhibit C*.
 - C. Achieve the goals as listed in the Budget Narrative, *Exhibit D*.
 - D. Follow all DEED policies and procedures including participating in Workforce One training provided by DEED, and entering all program data into Workforce One within the required timeframes.

- E. Provide quarterly reports two weeks prior to the reporting due date and/or any other reporting required by DEED, including Workforce One reporting and the Connections to Careers in Healthcare and Construction Project data.
- F. Submit invoice outlining services provided with supportive documentation to City Director as described in section 5. Examples of documentation for services include detailed receipts and timesheets.
- G. Coordinate with City staff on scheduling for services and/or workshops.
- H. If applicable and as requested, provide evaluations, attendance and completion information for services, trainings or workshops.
- I. Develop and maintain ongoing communication with City staff.

Notwithstanding anything to the contrary, the Grantee understands and agrees that any reduction or termination of the Program Grant may result in a like reduction or termination of the Subgrant, and that any material change in the timeline or scope of the Program must be approved in writing by the City and DEED. The City reserves the right to cancel or postpone training class start dates due to lack of enrolled participants or other circumstances.

2. PERFORMANCE. The Grantee must comply with all requirements applicable to the City in the Master Grant Agreement and/or Project Specific Plan. Grantee's default under the Project Specific Plan will constitute noncompliance with this Agreement. If the City finds that there has been a failure to comply with the provisions of this Agreement or that reasonable progress on the Program has not been or will not be made, the City may take action to protect its interests, including refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed. If action to correct substandard performance is not taken by the Grantee within 60 calendar days (or such longer period specified by the City) after written notice by the City, the City may terminate this Agreement.

3. TIME OF PERFORMANCE. Grantee must start the Program upon execution of this Agreement and complete the Program on or before June 30, 2020. The City is not obligated to pay for any Program costs incurred after that date or any earlier termination, whichever occurs first.

4. CONDITIONS PRECEDENT TO DISBURSEMENT. The following requirements are conditions precedent to the City's disbursement of any of the Subgrant proceeds.

- A. The Grantee must have provided the City with evidence of compliance with the insurance requirements of Section 7(G) herein.
- B. The Grantee must have provided to the City such evidence of compliance with all of the provisions of this Agreement as the City may reasonably request.

5. DISBURSEMENT. It is expressly agreed and understood that the City will pay Grantee under this Agreement \$33,651 in the SFY 2018 and \$33,650 in SFY 2019 with the total amount not to exceed \$67,301.00. City will pay Grantee for all services performed under this Agreement as specified in the Budget Narrative, attached hereto as **Exhibit D**. Grantee's proposed budget is attached as **Exhibit E**. Invoices may be submitted on a monthly basis or other timeframe approved in writing by the Workforce Development Director, but must be submitted at a mid-point, and at the conclusion of the training contract. Payment for services will be sent within 45 days of receipt of invoice.

6. **NOTICES.** Communication and details concerning this Agreement must be directed to the following Agreement representatives:

City: City of Duluth
Elena Foshay, Director
Workforce Development Department
402 W. 1st Street
Duluth, MN 55802
218-730-5241

GRANTEE: SOAR Career Solutions
Emily Edison, Executive Director
205 West 2nd Street, Suite 101
Duluth, MN 55802
218-722-3126

7. GENERAL CONDITIONS.

A. General Compliance. The Grantee agrees to comply with all applicable federal, state and local laws and regulations governing the project and funds provided under this Agreement.

B. Civil Rights Assurances. Grantee and City, and their respective officers, agents, servants and employees, as part of the consideration under this Agreement, do hereby covenant and agree that:

1. No person on the grounds of race, color, creed, religion, national origin, ancestry, age, marital status, status with respect to public assistance, sexual orientation and/or disability shall be excluded from any participation in, denied any benefits of or otherwise subjected to discrimination with regard to the services provided under this Agreement.
2. That all activities to be conducted pursuant to this Agreement shall be conducted in accordance with the Minnesota Human Rights Act of 1974, as amended (Chapter 363), Title 7 of the U.S. Code and any regulations and executive orders which may be affected with regard thereto.

C. Independent Contractor. Nothing contained in this Agreement is intended to, or may be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Grantee will at all times remain an independent contractor with respect to the services to be performed under this Agreement. The City is exempt from payment of all unemployment compensation, FICA, retirement, life and/or medical insurance and workers' compensation insurance because the Grantee is an independent contractor.

D. Liability. Each party hereto agrees that it will be solely liable for any liability arising out of any acts or omissions of itself or its officers, agents, servants, employees or subcontractors in the performance of its respective obligations under this Agreement.

Nothing herein shall be deemed to create any liability on behalf of either party not otherwise existing as to such party under the provision of the Minnesota Municipality

Limitation of Liability Statute, Minnesota Statute Section 466 *et. seq.*, or to extend the amount of liability of either party to amounts in excess of that specified in said Chapter.

E. Indemnification. Grantee will indemnify, defend, and hold harmless the City, its officers, agents, and employees, from any claims or causes of action, including attorney's fees incurred by Grantee arising from the performance of this Agreement by Grantee, or its officers, agents or employees

F. Workers' Compensation. The Grantee must provide workers' compensation insurance coverage for all employees involved in the performance of this Agreement.

G. Insurance. Grantee shall procure and maintain continuously in force Public Liability Insurance written on an "occurrence" basis under a Comprehensive General Liability Form in limits of not less than One Million Five Hundred Thousand and No/100s (\$1,500,000.00) Dollars aggregate per occurrence for personal bodily injury and death, and limits of One Million Five Hundred Thousand and No/100s (\$1,500,000.00) Dollars for damage liability. If person limits are specified, they shall be for not less than One Million Five Hundred Thousand and No/100s (\$1,500,000.00) Dollars per person and be for the same coverages. The City shall be named as an additional insured therein.

Insurance shall cover:

1. Public liability.
2. Independent contractors--protective contingent liability.
3. Personal injury.
4. Contractual liability covering the indemnity obligations set forth herein.

8. ADMINISTRATIVE REQUIREMENTS.

A. Accounting Standards. The Grantee agrees to maintain the necessary source documentation and enforce sufficient internal controls as dictated by generally accepted accounting practices to properly account for expenses incurred under this Agreement.

B. Records.

1. *Retention.* The Grantee must retain all records pertinent to expenditures incurred under this Agreement until conclusion of the latest of (a) six years after the Grantee has completed the Program; (b) six years after the Grantee has expended all proceeds of the Subgrant; or (c) six years after the resolution of all audit findings. Records for nonexpendable property acquired with funds under this Agreement must be retained for six years after final disposition of such property. Records for any displaced person must be kept for six years after he/she has received final payment.

2. *Inspections.* All Grantee records with respect to any matters covered by this Agreement must be made available to the City, DEED or their designees at any time during normal business hours, as often as the City or DEED deems necessary, to audit, examine, and make excerpts or transcripts of all relevant data.

3. *Audits.* If requested by the City, the Grantee must have an annual financial compliance audit conducted in accordance with the City's requirements. The

Grantee must submit two copies of such audit report to the City. Any deficiencies noted in such an audit report or an audit/monitoring report issued by the City or its designees must be fully resolved by the Grantee within a reasonable time period after a written request from the City. Failure of the Grantee to comply with the provisions of this paragraph will constitute a violation of this Agreement and may result in the withholding of future payments or the requirement for Grantee to return all or part of the funds already disbursed.

4. *Data Practices Act.* The Grantee must comply with the Minnesota Government Data Practices Act, Chapter 13.

5. *Close-Outs.* The Grantee's obligation to the City does not end until all closeout requirements are completed. Activities during this close-out period include: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and receivable accounts to the City), determining the custodianship of records and resolving audit findings.

C. Payments. The City will pay to the Grantee funds available under this Agreement based upon information submitted by the Grantee and consistent with any approved budget and City policy concerning payments. Payments may be adjusted at the option of the City in accordance with advance funds and program income balances available in Grantee accounts. In addition, the City reserves the right to liquidate funds available under this Agreement for costs incurred by the City on behalf of the Grantee.

D. Procurement. The Grantee must maintain an inventory record of all nonexpendable personal property procured with funds provided under this Agreement. All unexpended program income must revert to the City upon termination of this Agreement.

9. MISCELLANEOUS.

A. Assignability. The Grantee may not assign or transfer any interest in this Agreement (whether by assignment or novation) without the prior written consent of the City; provided, however, that claims for money due or to become due to the Grantee from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer must be furnished promptly to the City.

B. Copyright. If this Agreement results in any copyrightable material, the author is free to copyright the work, but the City and/or DEED reserves the right to royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, the work for government purposes.

C. Relationship of the Parties. It is agreed that nothing herein contained in intended or should be construed in any manner as creating or establishing the relationship of co-partners, joint ventures, or joint enterprise between the parties hereto or constituting either party as an agent, representative or employee of the other for any purpose or in any manner whatsoever.

D. Governing Law. This Agreement will be governed by, and construed in accordance with, the laws of the State of Minnesota.

E. Counterparts. This Agreement may be executed in two or more counterparts, each of which is deemed an original, but all of which taken together constitute one and the same agreement.

10. **ENTIRE AGREEMENT.** This Agreement contains all negotiations and agreements between City and Grantee. No other understanding, agreements or understandings regarding the Grant Agreement, or this Agreement, may be used to bind either party

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed intending to be bound thereby.

CITY OF DULUTH

SOAR CAREER SOLUTIONS

By _____
Mayor

By _____

Attest:

Its: _____

City Clerk
Date Attested: _____

By: _____

Its: _____

Countersigned:

City Auditor

As to form:

City Attorney

ATTACHMENTS

Exhibit A: Project Specific Plan/Work Plan/Budget - Modifications #1& #2

Exhibit B: Award Letter

Exhibit C: Calendar of Training

Exhibit D: Budget Narrative

Exhibit E: Grantee's Budget

**STATE OF MINNESOTA
PROJECT SPECIFIC PLAN**

MODIFICATION # 1

COST CATEGORY & WORK PLAN MODIFICATION

GRANTOR / STATE	GRANTEE
MN Department of Employment and Economic Development Employment & Training Programs (ETP) Division 1 st National Bank Building 332 Minnesota Street – Suite E200 Saint Paul, MN 55101-1351	City of Duluth Workforce Development 402 W. 1st St. Duluth, MN 55802
AUTHORIZED REPRESENTATIVE	AUTHORIZED REPRESENTATIVE
Name: Mimi Daniel Title: Adult Career Pathways Coordinator Telephone Number: 651-259-7581 Email: mimi.daniel@state.mn.us	Name: Carol Turner Title: Interim Manager Telephone Number: 218 730-5244 Email: cturner@duluthmn.gov

For expired contracts:

The Original Contract and any previous amendments are incorporated into this amendment by reference.

OR Standard amendment language.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

If Applicable:

Attachment 1, "Work Plan" is deleted in its entirety and replaced with the following Attachment 1- Work Plan Mod ____
Attachment 2, "Budget" is deleted in its entirety and replaced with the following Attachment 2- Budget Mod 1.

SUBMITTED BY GRANTEE:

I certify that the information contained in the attached Work Plan and Budget, labeled attachment 1 and Attachment 2 respectively, is true and accurate to the best of my knowledge and that I submit this Project Specific Plan on behalf of the Grantee.

(Signature) 

Date: 9/19/18

Printed Name: Elena Fosha
Title: Director, Workforce Development
APPROVED BY (GRANTOR / STATE)

I have reviewed and approved the attached Project Specific Plan which is referenced in and incorporated as an amendment to the Master Grant Contract indicated herein.

(Signature) 

Date: 9/19/18

Printed Name: May Thao Schuck
Title: Director, Employment and Training Programs Division
Agency: Minnesota Department of Employment and Economic Development

FOR DEED OFFICE USE ONLY

Program Name: Pathways to Prosperity – Connections to Careers in Healthcare and Construction

Contract Start Date: 06/30/18		Total Contract Amount \$ 326,216 First Allotment (6/30/2018-6/30/19) \$81,158 Second Allotment (7/1/2018-6/30/2020) \$81,157 MJSP \$163,901		
Contract End Date: 06/30/2020		Available: (dates) \$		
Match/Leverage Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		Available: (dates) \$		
SWIFT Contract ID	GRANT #	NGA #	MASTER CONTRACT #	MASTER CONTRACT DATES
143954	8DULUTH7800-GF-MJSP	18-7	DULUTH2016M	07/20/16-06/30/21
Master Supplier Contract #	SWIFT PO Number #	SWIFT Vendor Number + Location	Procure-It #	
109704	30008881	0000197681-001	41776	

AFS Signature:  Encumbrance Date: 9/6/18

Indirect Cost Rate
FSR/CAPR

(Not Applicable at this time)

NGA # 18-7

Notice of Grant Action (NGA)

Minnesota Department of Employment and Economic Development
Master Grant Agreement #DULUTH2016M
SC #109704
Effective Master Grant Agreement Date: July 20, 2016 - June 30, 2021
DUNS #: 077627883

GRANTEE:
City of Duluth
Workforce Development
WDA #4
402 West First Street
Duluth, MN 55802-1102

GRANTOR-STATE: MN Dept of Employment and Economic Development
Employment and Training Programs (ETP) Division
1st National Bank Building
332 Minnesota Street, Suite E200
Saint Paul, MN 55101-1351

FUNDING SUMMARY

1	2	3	4	5	6	7	8	9	10	DEED USE	
Title ID/Name	Performance Period	Grant ID #	Prior Level	Obligation with this Action	New Level	Total Award/Amount	CFDA #	CFDA Name	NGA #	SWIFT P.O. #	SWIFT Contract ID
FEDERAL											
PY18 WIOA Youth	04/01/2018 - 03/31/2020	8043600	\$394,960.00	\$0.00	\$394,960.00	\$394,960.00	17.259	WIOA Youth	2	3-339099	144030
PY18/FY19 WIOA Adult	07/01/2018 - 06/30/2020	8043100	\$43,188.00	\$0.00	\$43,188.00	\$43,188.00	17.258	WIOA Adult	5	3-342545	145173
PY18/FY19 WIOA DW	07/01/2018 - 06/30/2020	8048000	\$14,234.00	\$0.00	\$14,234.00	\$14,234.00	17.278	WIOA DW	5	3-342301	145099
Senior Community Service Employment Program (SCSEP)	07/01/2018 - 06/30/2019	9045100	\$102,329.00	\$0.00	\$102,329.00	\$102,329.00	17.235	SCSEP	6	3-345503	146484
OTHER											
SFY2019 Youth at Work Competitive Grant	07/01/2018 - 09/30/2019	9048801	\$55,378.00	\$0.00	\$55,378.00	\$55,378.00	N/A	N/A	1	3-333835	141619
SFY 19 MN Youth Program	07/01/2018 - 09/30/2019	9046400	\$120,020.00	\$0.00	\$120,020.00	\$120,020.00	N/A	N/A	2	3-338908	143983
PY18 P2P - WDF	07/01/2018 - 06-30-2020	8DULUTH7800-GF-MJSP	\$81,157.00	\$0.00	\$81,157.00	\$81,157.00	N/A	N/A	3,7	3-338881	143954
PY18/ FY19 State Dislocated Worker	07/01/2018 - 06/30/2020	8048500	\$136,020.00	\$0.00	\$136,020.00	\$136,020.00	N/A	N/A	4	3-342432	145146
TOTAL			\$947,286.00	\$0.00	\$947,286.00	\$947,286.00					

APPROVED BY:

Chris Ortega

Chris Ortega, Director
Employment and Training Programs (ETP) Division

DATE ISSUED:

9/19/18

The approved Project Specific Plan, along with this NGA, and attached workplan and budget are releasing funding under the DULUTH2016M State/Federal Master Grant Agreement with DEED.

See Attachment 3 for DEED's Contacts and Additional Terms and Conditions.

RPR = Reimbursement Payment Request

SCSEP = Senior Community Services Employment Program


NGA 18-7 to grant #8DULUTH7800-GF-MJSP is for a cost category modification and includes both modifications 1 and 2. Both modifications were needed to move \$5,035 from support services to administrative costs.

For questions, contact JoAnne Beaudry at 651-259-7577 or joanne.beaudry@state.mn.us

Modification #: 1
 Modification Submission Date: 07/31/18
 Grant # 8DULUTH7800-GF-MJSP

Modification Request

<i>Please supply the legal name and the full address in this space. This is the fiscal agent with whom the grant agreement will be executed.</i>			
Organization Name:	City of Duluth		
Director Name:	Carol Turner	Contact Name:	Carol Turner
Telephone:	218-730-5244	Telephone:	218-730-5244
Email:	cturner@duluthmn.gov	Email:	cturner@duluthmn.gov
Address:	402 W 1 st St, Duluth, MN 55802		

Does this request include a work-plan modification: Yes. Please see attachment 1.		
Does this request include a budget modification (if yes, please provide a brief description)? Yes. Moving \$5,035 from support services cost category to administrative cost category.		
Does this request include an extension of the grant end date (If yes, please complete A & B). No	A. Current Contract End Date: N/A	B. Requested Contract End Date: N/A
<i>I certify that the information contained herein is true and accurate to the best of my knowledge and that I am authorized to submit this application on behalf of the applicant.</i>		
Authorized Signature 	Title: Interim Manager	Date 07-05-18

Modification #: 1
 Modification Submission Date: 07/31/18
 Grant # 8DULUTH7800-GF0MJSP

Attachment 1: Work Plan

Complete this form only if you are proposing a modification to participant outcomes or an extension to the executed contract.

Please describe your modification request and provide a work plan narrative:

The new Executive Director of an intended partner sub-recipient, Community Action Duluth (CAD), decided not to participate in this round of P2P as a provider of services. The City of Duluth Workforce Development, SOAR Career Solutions and Adult Education will take on CAD's specific work plan tasks and budget amounts. The full work plan, participants served, services provided, etc. will not change; however, the budgets and work plans of each remaining partner will change to encompass CAD's part. This modification includes an increase in administrative costs to the maximum 10% and a decrease in overall supportive service costs. There is no change to the MJSP Direct Customer Training Budget.

On the Work Plan, activities provided by Community Action Duluth will be provided by Adult Education, SOAR Career Solutions and Duluth Workforce Development. All activities in the original work plan will continue.

Modification #1 to the Budget

Cost Category	Original Budget	Modification #1	New Budget
Administrative Costs	\$27,586	\$5,035	\$32,621
Direct Services	\$117,329	\$0.00	\$117,329
P2P Direct Customer Training	\$0.00	\$0.00	\$0.00
MJSP Direct Customer Training	\$163,901	\$0.00	\$163,901
Supportive Services Costs	\$17,400	(\$5,035)	\$12,365
Total	\$326,216	\$0.00	\$326,216

Attachment 1: WORK PLAN - Mod. 1 - Grant # 8DULUTH7800-GF-MJSP

City of Duluth Workforce Development LWDA 4 – Connections to Careers in Healthcare and Construction – P2P Model 3 – updated 7-27-18 Modification #1

SECTION 1: Detailed Summary of Project Activities and Outcomes:

The **Connections to Careers in Healthcare and Construction Pathways to Prosperity (Model 3)** Program will prepare participants with the skills and credentials needed to enter into in-demand employment in healthcare or construction and/or access additional education. Training for occupations in-demand include: Certified Nursing Assistant (CNA), Health Services, and Commercial Driver’s License (CDL).

- 90 individuals with barriers to employment will be served in at least one of three methods offered as part of Pathway Model 3 model (On-ramp, Bridge and Integrated).
- 60 will engage in job skills training to enter into employment in healthcare or construction and/or access additional education
- 100% of all individuals served will be low-income. This includes people with criminal records, disabilities, and underrepresented populations of people of African American and American Indian ethnicities.
- At least 60% of those served will be individuals of color. Outreach to specific populations will be implemented.
- Activities will be provided by the City of Duluth Workforce Development (DWD) in partnership with SOAR Career Solutions (SOAR), Lake Superior College (LSC), Adult Basic Education (ABE).
- Employer partners (St. Luke’s, Essentia, Aftenro, Ecumen Lakeshore, Boldt, Jamar, Bricklayers & Allied Craftworkers Local #1 MN/ND, and Jeff Foster Trucking, Inc.) have committed to engage with participants during the Bridge and Integrated Training to ensure they have a foundational understanding of each organization’s application process, available jobs, and organizational culture. They will also share information about the tasks and responsibilities associated with specific positions.
- Upon completion of the skills training, participants will receive either a CDL license, CNA certificate (upon successful completion of the exam), or Health Services Certificate.
- Employment placement, follow up and retention services will be provided.
- Participants will receive incentives at hire, 3-months, 6-months, 9-months, and one year.
- Integrated Resource Team (IRT) model will be used to prepare and support all individuals in the program. Navigators from each agency will coordinate meetings between partners and other local providers to work with participants to remove barriers and help them meet their employment goals. The IRT model will leverage supports and funding to address identified barriers to employment. The IRT approach will help partners provide the target population with a variety of supportive services as well as one-on-one support in developing problem-solving skills, goal setting skills, and self-advocacy needed to complete training successfully.

Certified Nursing Assistant	Health Services	Commercial Driver's License (CDL)
Each training will be offered twice during the grant period. For <u>each</u> session: 50 will inquire about program 30 will complete intake and assessments 24 will engage in prep with ABE 20 will enroll into training 16 will complete training 11 will gain employment or pursue additional education Credential issued by the MN Board of Nursing	Each training will be offered twice during the grant period. For <u>each</u> session: 56 will inquire about program 36 will complete intake and assessments 30 will engage in prep with ABE 24 will enroll into training 19 will complete training 13 will gain employment or pursue additional education Credential issued by Lake Superior College	Each training will be offered twice during the grant period. For <u>each</u> session: 44 will inquire about program 24 will complete intake and assessments 20 will engage in prep with ABE 16 will enroll into training 13 will complete training 9 will gain employment, further education or apprenticeship Credential issued by the MN Dept. of Motor Vehicles

SECTION 2: List of Project Activities and Providers - Attachment 1 - Work Plan, Mod. 1 - Grant # 8DULUTH7800-GF-MJSP

City of Duluth Workforce Development LWDA 4 – Connections to Careers in Healthcare and Construction – P2P Model 3 - updated 7-27-18 Modification #1

City of Duluth Workforce Development – DWD

ISD 709 Adult Basic Education – ABE

SOAR Career Solutions – SOAR

Lake Superior College – LSC

P2P Project Activities	Activities Provided By:			
	DWD	ABE	LSC	SOAR
1. Administration and Oversight	DWD	ABE		SOAR
2. Outreach to specific populations	DWD			SOAR
3. Recruitment, assessment, intake, enrollment and orientation	DWD			SOAR
4. Input and track client data and progress and ensure smooth delivery of services	DWD			SOAR
5. Integrated Resource Team	DWD	ABE	LSC	SOAR
6. Support Services	DWD			SOAR
7. Pre-employment, 1:1 Career Counseling/Career Navigation	DWD			SOAR
8. Mind Over Matters, Career Quest				SOAR
9. Financial Education		ABE - new		
10. On-Ramp - Basic skills assessment (TABE), Northstar Digital Literacy, GED, Driver's license test prep		ABE		
11. Employer engagement	DWD	ABE	LSC	SOAR
12. Bridge Instruction - CDL, Certified Nursing Asst., Health Services Careers – contextualized field specific basic skills development in reading, writing, math, study skills and computer skills (bridge programming)		ABE		
13. Classroom Training/Computer Lab – CDL, Certified Nursing Asst., Health Services Careers			LSC	
14. Integrated instruction through co-teaching and lab (enhanced academic instruction)		ABE	LSC	
15. Accuplacer test prep for participants interested in continuing education beyond the training		ABE		
16. Advising and financial options to participants who want to continue their education			LSC	
17. Employment Placement, Post-Employment Follow up, Retention Services	DWD			SOAR

SECTION 3: - Attachment 1 - Work Plan - Mod. 1 - Grant # 8DULUTH7800-GF-MJSP

City of Duluth Workforce Development LWDA 4 – Connections to Careers in Healthcare and Construction – P2P Model 3– updated 7-27-18 Modification #1

150 Inquiries	Quarter 1: Grant Start through- 6/30/18	Quarter 2: Grant Start through- 09/30/18	Quarter 3: Grant Start through- 12/31/18	Quarter 4: Grant Start through- 3/31/19	Quarter 5: Grant Start through- 06/30/19	Quarter 6: Grant Start through- 09/30/19	Quarter 7: Grant Start through- 12/31/19	Quarter 8: Grant Start through- 03/31/20	Quarter 9: Grant Start through- 06/30/20
Total Participants Served	18	30	30	42	72	90	90	90	90
Number of Participants with a Measurable Skills Gain: Educational Functioning Level Gain (TABE post-test)	0	20	20	20	48	60	60	60	60
Training Successfully Completed	0	0	7	17	39	39	39	48	48
On-Ramp Instructional Method Certificates Attained (CDL permit)	0	0	4	4	6	6	8	8	10
Bridge & Integrated Instructional Method Credentials Attained	0	0	7	17	39	39	39	48	48
Exits to Employment	0	0	3	8	18	23	25	31	33
Other Exits (Including those who continue their education beyond P2P training)	0	5	14	22	42	48	55	57	57
Total Exits:	0	5	17	30	60	71	75	88	90

Note: "Participants Served" are participants enrolled into Workforce One (WF1)

Modification #: 1
 Modification Submission Date: 07/31/18
 Grant # 8DULUTH7800-GF-MJSP

Rationale for modifying the budget moving funds from supportive service costs to administrative costs include:

- When the initial budget was developed over five months ago, three partners underestimated their administrative costs. With this modification, the remaining partners incorporated CAD's activities, and recalculated their overall budgets which included adjusting their administrative costs.
- After reviewing the previous P2P round which ended 06-30-18, it was determined participants needed less support services than initially budgeted.
- Modifying the budget moving supportive services cost to administrative costs brings the overall administrative costs budget to 10%, and lessens the likelihood of underspending support services at the end of the grant.

Please complete this table by filling in your plan in cumulative fashion.

	Actual (Beginning of grant to date)	Projected (through end of grant date)
EXAMPLE	06/30/2018 through 07/31/2018	90 total = 0 served through 07/31/2018 plus an additional 90 served from 07/01/2018 – 6/30/2020
Total Enrollments	0	90
Total Credential Obtained	0	60
Exits to Employment	0	33
All other Exits	0	57
Total Exits	0	90

Modification #: 1
 Modification Submission Date: 07/31/18
 Grant # 8DULUTH7800-GF-MJSP

Attachment 2: Budget

Cumulative DEED Funds Requested										
Office Use Only	Cost Category	Quarter 1:	Quarter 2:	Quarter 3:	Quarter 4:	Quarter 5:	Quarter 6:	Quarter 7:	Quarter 8:	Quarter 9:
		Grant Start through 6/30/18	Grant Start through 09/30/18	Grant Start through 12/31/18	Grant Start through 3/31/19	Grant Start through 06/30/19	Grant Start through 09/30/19	Grant Start through 12/31/19	Grant Start through 03/31/20	Grant Start through 06/30/20
833	<u>Administrative Costs</u> [1]	\$0.00	\$9,022.00	\$14,044.00	\$21,564.00	\$25,617.00	\$27,779.00	\$29,941.00	\$31,281.00	\$32,621.00
885	Direct Services	\$0.00	\$36,820.00	\$53,907.00	\$73,693.00	\$90,788.00	\$99,447.00	\$105,406.00	\$111,365.00	\$117,329.00
838	P2P Direct Customer Training	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
884	<u>MJSP Direct Customer Training</u> [2]	\$0.00	\$19,245.00	\$56,345.00	\$68,966.00	\$141,601.00	\$148,901.00	\$156,401.00	\$163,901.00	\$163,901.00
828	Support Services Costs	\$0.00	\$2,015.00	\$4,438.00	\$7,201.00	\$8,626.00	\$9,557.00	\$10,488.00	\$11,419.00	\$12,365.00
	Total:	\$0.00	\$67,102.00	\$128,734.00	\$171,424.00	\$266,632.00	\$285,684.00	\$302,236.00	\$317,966.00	\$326,216.00

Modification #: 1
 Modification Submission Date: 07/31/18
 Grant # 8DULUTH7800-GF-MJSP

Attachment 2: Budget

Complete this form only if you are proposing a modification or extension to the executed contract.

Please complete this budget table by filling in your plan for DEED requested funds only, in cumulative fashion.

	Actual Expenditures (Beginning of grant to date)	Projected Expenditures (through end of grant date)
EXAMPLE	<i>\$0.00 spent from 06/30/2018 through 07/31/2018</i>	<i>\$162,315 total = \$0.00 spent through 07/31/2018 plus an additional \$162,125 spent from 08/01/2018 – 6/30/2020</i>
Administrative Costs - 833 (Cannot exceed 10% of the total amount requested)	\$0.00	\$32,621
Direct Services - 885	\$0.00	\$117,329
Support Services Costs - 828	\$0.00	\$12,365
Total	\$0.00	\$162,315

April 24, 2018

Paula Reed
City of Duluth LWDA 4
402 West 1st Street
Duluth, MN 55802

Re: Connections to Careers In Healthcare and Construction Program Model 3 Grant Proposal

Dear Paula Reed:

I am pleased to inform you that your proposal application for the Minnesota Pathways to Prosperity Grant Program through the Department of Employment and Economic Development (DEED) has been approved for funding in the amount of \$326,216. This funding is contingent upon the successful negotiation and execution of a grant contract pursuant to all applicable laws and policies.

In order to begin processing your Contract, please complete the attached checklist and return it to: adultcompetitivegrants.deed@state.mn.us no later than *Friday April 27, 2018 by 4:30 PM*. At least four weeks are needed to obtain all the signatures that are necessary to process and execute the Contract.

DEED staff will conduct mandatory training sessions. You or a member of your staff should plan to attend one of the training sessions. Please see the attached checklist for meeting location and details. During the training session, staff will answer contracting questions, discuss project implementation and reporting requirements, provide information about grant financial management, and provide updates on DEED program staff and contact information.

For additional information please contact *Kriystauhl Fitchett* at Kriystauhl.fitchett@state.mn.us or by phone at (651) 259-7530.

Congratulations on your successful proposal! We look forward to working with you to help make Minnesota a state where everyone has an opportunity to succeed.

Regards,



Shawntera M. Hardy
Commissioner

cc: Attachment

Training Dates at a glance

Training Title	Bridge Start	Bridge End	Class Start	Class End
WESA Machine Operator	9/4/2018	9/7/2018	9/10/2018	12/11/2018
CDL Class One	9/10/2018	9/20/2018	9/24/2018	11/8/2018
CDL Class Two	3/18/2019	4/5/2019	4/15/2019	5/31/2019
Health Services Class One	9/17/2018	9/27/2018	10/1/2018	12/5/2018
Health Services Class Two	TBD: September 2019	TBD: September 2019	TBD: October 2019	TBD: December 2019
CNA Class One	2/25/2019	3/14/2019	3/18/2019	5/1/2019
CNA Class Two	4/15/2019	5/2/2019	5/6/2019	6/14/2019

Definitions:

On Ramp:

Providers: Pre-employment services, assessments, Career Quest, Creative Job Search, MOM, TABE
 ABE: North Star Digital Literacy, GED support, driver's license (i.e. test prep if someone needs to retake because license has expired).

Bridge:

Contextualized instruction by ABE, including prep for tests and Northstar Digital Literacy

Integrated Training (Class):

Classroom training at Lake Superior College (with ABE)

Throughout grant - Outreach, Recruitment, Intake, Assessment, Career Counseling, Job Placement

Training Dates by Quarter

Category	Quarter 1:	Quarter 2:	Quarter 3:	Quarter 4:	Quarter 5:	Quarter 6:	Quarter 7:	Quarter 8:	Quarter 9:
Direct Customer Training	Grant Start through 6/30/18	07/01/18 - 09/30/18	10/01/18 - 12/31/18	01/01/19 - 3/31/19	04/01/18 - 06/30/19	07/01/19 - 09/30/19	10/01/19 - 12/31/19	01/01/19 - 03/31/20	04/01/18 - 06/30/20
CDL On Ramp		Now to Sept 10		Up to March 18					
CDL Bridge		Sept. 10-20		Starts: March 18	Ends: April 5				
CDL Class		Starts: Sept 24	Ends: November 8		April 15 - May 31				
HS On Ramp		Now to Sept 17				Summer to bridge			
HS Bridge		Sept. 17-27				Bridge in Sept TBD			
HS Class			Oct. 1 to Dec. 5				Class dates TBD		
CNA On Ramp				Class 1: up to Feb 25					
CNA On Ramp				Class 2: up to April 15					
CNA Bridge				Feb. 25 - March 14	April 15 - May 2				
CNA Class 1				Starts: March 18	Ends: May 1				
CNA Class 2					May 6 - June 14				
Machine Op Bridge		September 4-7							
Machine Op Class		Starts: Sept 10	Ends: Dec 11						

Exhibit D: P2P 2018 Budget Narrative

Pathways to Prosperity (P2P) - Health Services Certificate, Certified Nursing Assistant, CDL; 06/30/2018 - 06/30/2020

Cost Categories	DWD	ABE	LSC	SOAR	Totals	%	
Admin	\$18,592	\$9,350	-	\$4,679	\$32,621	10.00%	
Direct Customer Training	-	\$43,450	\$112,610	\$7,841	\$163,901	50.24%	
Direct Services	\$56,538	\$10,800	-	\$49,991	\$117,329	35.97%	
Support Services	\$7,575	-	-	\$4,790	\$12,365	3.79%	
	\$326,216	\$82,705	\$63,600	\$112,610	\$67,301	\$326,216	100.00%

Administrative		
Overall grant administration	City of Duluth	18,592
Admin/Oversight	ABE	9,350
Admin/Oversight	SOAR	4,679
TOTAL Administration		32,621

Direct Customer Training - Certificate Training (for 12 participants)		
2 sessions (minimum of 10 students each session) Certified Nursing Assistant - Closed-enrollment course taught by a college instructor experienced in working with nontraditional students. Includes books, materials, and curriculum.	LSC	23,410
2 sessions (minimum of 8 students each session) CDL- Closed-enrollment course taught by a college instructor experienced in working with nontraditional students. Includes books, materials, and online curriculum.	LSC	59,200
2 sessions (minimum of 12 students each session) Health Services: Closed-enrollment course taught by a college instructor experienced in working with nontraditional students. Includes books, materials, and online curriculum.	LSC	30,000
Prepare Curriculum, Materials, 40 Hours Bridge Instruction; 63 hours Integrated Instruction (2 training cohorts for CDL)	ABE	13,650
Prepare Curriculum, Materials, 40 Hours Bridge Instruction; 63 hours Integrated Instruction (2 training cohorts for CNA)	ABE	12,800
Prepare Curriculum, Materials, 40 Hours Bridge Instruction; 63 hours Integrated Instruction (2 training cohorts for Health Services)	ABE	14,600
Mind Over Matters, Career Quest, Curriculum/Materials	SOAR	7,841
Financial Literacy "Mini Sessions" at LSC	ABE new	2,400
TOTAL DIRECT CUSTOMER Training		163,901

\$11,705 per training for 10 students each session (100 hours includes make-up)

\$29,600 per training for 8 students each session

\$15,000 per training for 12 students each session

Direct Services		
On Ramp Services & Training: Computer assessment & training, basic education skills development for those who require additional academic support	ABE	10,800
SOAR will work 1:1 with participants through four phases of the program: <u>Intake, Assessment & Career Readiness, Staff Support During Training, Pre-Employment Services, and Post-Employment Follow-up.</u> Activities may include but are not limited to: Job search assistance, resume help, job leads, application development, interview prep, and efforts to address barriers. Also includes staff time for participating on Integrated Resource Team.	SOAR	49,991
DWD will work 1:1 with participants through four phases of the program: <u>Intake, Assessment & Career Readiness, Staff Support During Training, Pre-Employment Services, and Post-Employment Follow-up.</u> Activities may include but are not limited to: Job search assistance, resume help, job leads, application development, interview prep, and efforts to address barriers. Also includes staff time for participating on Integrated Resource Team.	DWD	51,738
Funds to support 240 hours of direct outreach (by a person/people of color) to implement recruitment efforts in our African American and American Indian communities	DWD	4,800
TOTAL DIRECT SERVICES		117,329

11,975 WIOA leverage

Support Services		
Net Study/Fingerprinting	DWD	\$2,475
Transportation and other general need-based supports	SOAR	2,850
	DWD	3,000
Participant Incentives: One of the best practices to maintain contact with clients while employed, and to get employment verification, is to provide incentives. Without these, many clients do not maintain contact long-term, making it difficult to track retention. (Will offer \$25 gift cards to clients at hire, 3, 9, and 12 months of employment, with pay stub verification)	SOAR	1,940
	DWD	2,100
Total Support Services		12,365
TOTAL P2P BUDGET >		

ISD 709 - Adult Basic Education		
Administrative		
Admin/Oversight	ABE	9,350
Direct Customer Training - Certificate Training (for 12 participants)		
Prepare Curriculum, Materials, 40 Hours Bridge Instruction; 63 hours Integrated Instruction (2 training cohorts for CDL)	ABE	13,650
Prepare Curriculum, Materials, 40 Hours Bridge Instruction; 63 hours Integrated Instruction (2 training cohorts for CNA)	ABE	12,800
Prepare Curriculum, Materials, 40 Hours Bridge Instruction; 63 hours Integrated Instruction (2 training cohorts for Health Services)	ABE	14,600
Financial Literacy "Mini Sessions" at LSC	ABE new	2,400
Direct Services		
On Ramp Services & Training: Computer assessment & training, basic education skills development for those who require additional academic support	ABE	10,800
Support Services		
Support Services	ABE	\$0
Total ISD 709 - ABE >		63,600

Exhibit D: P2P 2018 Budget Narrative

City of Duluth		
Administrative		
Overall grant administration	City of Duluth	18,592
Direct Customer Training - Certificate Training (for 12 participants)		
Direct Customer Training	DWD	0
Direct Services		
DIRECT SERVICES: DWD will work 1:1 with participants through four phases of the program: Intake, Assessment & Career Readiness, Staff Support During Training; Pre-Employment Services; and Post-Employment Follow-up. Activities may include but are not limited to: Job search assistance, resume help, job leads, application development, interview prep, and efforts to address barriers. Also includes staff time for participating on Integrated Resource Team. Goals (totals for 2 cohorts of each training): CDL - Recruit 22 who will inquire, 12 will complete intake and assessment, 10 will engage in prep with ABE Bridge, 8 will enroll in training, 7 will complete training, 5 will gain employment, further education or apprenticeship. CNA - Recruit 25 who will inquire, 15 will complete intake and assessment, 12 will engage in prep with ABE Bridge, 10 will enroll in training, 8 will complete training, 6 will gain employment, further education or apprenticeship. Health Services -Recruit 28 who will inquire, 18 will complete intake and assessment, 15 will engage in prep with ABE Bridge, 12 will enroll in training, 10 will complete training, 7 will gain	DWD	51,738
Funds to support 240 hours of direct outreach (by a person/people of color) to implement recruitment efforts in our African American and American Indian communities	DWD	4,800
Support Services		
Net Study/Fingerprinting	DWD	\$2,475
Transportation and other general need-based supports	DWD	3,000
Participant Incentives: One of the best practices to maintain contact with clients while employed, and to get employment verificatino, is to provide incentives. Without these, many clients do not maintain contact long-term, making it difficult to track retention. (Will offer \$25 gift cards to clients at hire, 3, , 9, and 12 months of employment, with pay stub verification)	DWD	2,100
Total City of Duluth >		82,705

\$11,975 WIOA leverage

Lake Superior College		
Administrative		
Overall grant administration	LSC	0
Direct Customer Training - Certificate Training (for 12 participants)		
2 sessions (minimum of 10 students each session) Certified Nursing Assistant - Closed-enrollment course taught by a college instructor experienced in working with nontraditional students. Includes books, materials, and curriculum.	LSC	23,410
2 sessions (minimum of 8 students each session) CDL- Closed-enrollment course taught by a college instructor experienced in working with nontraditional students. Includes books, materials, and online curriculum.	LSC	59,200
2 sessions (minimum of 12 students each session) Health Services: Closed-enrollment course taught by a college instructor experienced in working with nontraditional students. Includes books, materials, and online curriculum.	LSC	30,000
Total LSC >		112,610

\$11,705 per training for 10 students each session (100 hours includes make-up)
\$29,600 per training for 8 students each session
\$15,000 per training for 12 students each session

SOAR Career Solutions		
Administrative		
Admin/Oversight	SOAR	4,679
Direct Customer Training - Certificate Training (for 12 participants)		
Mind Over Matters, Career Quest, Curriculum/Materials	SOAR	7,841
Direct Services		
DIRECT SERVICES: SOAR will work 1:1 with participants through four phases of the program: Intake, Assessment & Career Readiness, Staff Support During Training; Pre-Employment Services; and Post-Employment Follow-up. Activities may include but are not limited to: Job search assistance, resume help, job leads, application development, interview prep, and efforts to address barriers. Also includes staff time for participating on Integrated Resource Team. Goals (totals for 2 cohorts of each training): CDL - Recruit 22 who will inquire, 12 will complete intake and assessment, 10 will engage in prep with ABE Bridge, 8 will enroll in training, 7 will complete training, 5 will gain employment, further education or apprenticeship. CNA - Recruit 25 who will inquire, 15 will complete intake and assessment, 12 will engage in prep with ABE Bridge, 10 will enroll in training, 8 will complete training, 6 will gain employment, further education or apprenticeship. Health Services -Recruit 28 who will inquire, 18 will complete intake and assessment, 15 will engage in prep with ABE Bridge, 12 will enroll in training, 10 will complete training, 7 will gain	SOAR	49,991
Support Services		
Transportation and other general need-based supports	SOAR	2,850
Participant Incentives: One of the best practices to maintain contact with clients while employed, and to get employment verificatino, is to provide incentives. Without these, many clients do not maintain contact long-term, making it difficult to track retention. (Will offer \$25 gift cards to clients at hire, 3, , 9, and 12 months of employment, with pay stub verification)	SOAR	1,940

11,975 WIOA leverage

Total SOAR > 67,301
Total > 326,216

Pathways to Prosperity

EXHIBIT E: Grantee's Budget

Health Services, Certified Nursing Assistant and CDL

SOAR Career Solutions

COST CATEGORY	TERM ONE (SFY 18) 06-30-18 through 06-30-19	TERM TWO (SFY19) 06-30-18 through 06-30-20	TOTAL SOAR
ADMINISTRATION	\$2,340.00	\$2,339.00	\$4,679.00
MJSP - Direct Customer Training: Mind Over Matters, Career Quest, Curriculum/Materials	\$3,920.00	\$3,921.00	\$7,841.00
<p>DIRECT SERVICES: SOAR will work 1:1 with participants through four phases of the program: Intake, Assessment & Career Readiness, Staff Support During Training; Pre-Employment Services; and Post-Employment Follow-up. Activities may include but are not limited to: Job search assistance, resume help, job leads, application development, interview prep, and efforts to address barriers. Also includes staff time for participating on Integrated Resource Team.</p> <p>Goals (totals for 2 cohorts of each training):</p> <p>CDL - Recruit 22 who will inquire, 12 will complete intake and assessment, 10 will engage in prep with ABE Bridge, 8 will enroll in training, 7 will complete training, 5 will gain employment, further education or apprenticeship.</p> <p>CNA - Recruit 25 who will inquire, 15 will complete intake and assessment, 12 will engage in prep with ABE Bridge, 10 will enroll in training, 8 will complete training, 6 will gain employment, further education or apprenticeship.</p> <p>Health Services -Recruit 28 who will inquire, 18 will complete intake and assessment, 15 will engage in prep with ABE Bridge, 12 will enroll in training, 10 will complete training, 7 will gain employment, further education or apprenticeship.</p>	\$24,996.00	\$24,995.00	\$49,991.00
SUPPORT SERVICES: Transportation and other general need-based supports	\$1,425.00	\$1,425.00	\$2,850.00
SUPPORT SERVICES: Participant Incentives: One of the best practices to maintain contact with clients while employed, and to get employment verification, is to provide incentives. Without these, many clients do not maintain contact long-term, making it difficult to track retention. (Will offer \$25 gift cards to clients at hire, 3, 9, and 12 months of employment, with pay stub verification).	\$970.00	\$970.00	\$1,940.00
TOTAL	\$33,651.00	\$33,650.00	\$67,301.00